

	<p style="text-align: center;">Commission on Aging and Retirement Education</p> <p style="text-align: center;">10 N. Calvert Street Suite 300 Baltimore MD, 21202 410-396-4932-phone 410-625-7982-fax</p> <p style="text-align: center;">Mayor Sheila Dixon John P. Stewart, Executive Director Allan D. Jensen, MD, Chair CARE Commissioners</p>
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JOB ANNOUNCEMENT

Caregiver Field Liaison

The Caregiver Field Liaison— is responsible for developing and maintaining relationships in the communities of Baltimore City and linking eligible clients to the services offered by

DUTIES AND RESPONSIBILITIES

- Develop and maintain regular activities within the Community that allow the development of trusting relationships with target client base, (caregivers and older adults)
- Provide small group presentation on CARE services and qualification for programs.
- Interview new clients and provide follow-up supportive services.
- Connect outreach clients with all needed services in the areas of health, legal, educational, financial, and housing.
- Document referral work in the community-based Database
- Participate in regular staff meetings and case conferences.
- Adhere to basic confidentiality standards for CARE clients
- Attend community meetings as appropriate, including health fairs and other outreach efforts.
- Other duties as assigned by the Director of Programs.

POSITION REQUIREMENTS:

- Minimum High School/ GED, BA Human Services preferred. Prefer some college courses in the human services or health area.
- Basic understanding of older adult issues, especially as it relates to the Baltimore city population.
- **Reliable transportation**
- **Bi-lingual is Prefer but not necessary**, (English and Spanish), have good written and verbal communication skills, as well as computer literacy.
- Effective time management skills.
- Flexibility, creativity and enthusiasm for the project and for team work.

- Judgment when to seek Director of Programs' guidance
- Prior directly related experience may be substituted for education.

Additional Information:

1. All selected candidates are subject to initial drug screen.
2. Position is full-time, flexible schedule to fit required duties, with **no benefits**.
3. **Mileage reimbursement**

Please send resumes to Jose Jimenez, email: jose.jimenez@baltimorecity.gov.
Position will remain open until filled.

Baltimore City Government is an Equal Opportunity Employer (EOE).